



Department of Health and Human Services
Children's Licensing and Investigation Services

Exception Request Form

Agency Name: _____ License #: _____ Approved Age Range: _____ to _____

Site Address: _____ Max. Capacity Approved: _____

Phone: _____ Fax: _____ Additional Approved Services:
☐ M.H. ☐ Alcohol & Drug ☐ Education

Agency Type: _____

Child's Initials: _____ Date of Birth: _____ Date: _____

Gender: ☐ Male ☐ Female Guardian: _____

Date of Admission: _____ Original Discharge Date: _____ Requested Discharge Date: _____

Other Children in Facility:

<u>Gender</u>	<u>Age</u>	<u>Gender</u>	<u>Age</u>
<input type="checkbox"/> Male <input type="checkbox"/> Female	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
<input type="checkbox"/> Male <input type="checkbox"/> Female	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
<input type="checkbox"/> Male <input type="checkbox"/> Female	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____
<input type="checkbox"/> Male <input type="checkbox"/> Female	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female	_____

Reason for Exception Request:

☐ ☐ Sibling Group ☐ ☐ Outside licensed age range but within 5 year range
☐ ☐ Other _____ ☐ ☐ Inside licensed age range but outside 5 year range of current milieu

Additional Comments (Please Include the Child's Known Needs and Safety Issues):

Plan to Address Needs/Safety Issues of the Child and Impact on the General Milieu:

(PLEASE ATTACH ADDITIONAL DOCUMENTS AS NEEDED)

Please Check All That Apply:

☐ No Additional Staff Measures Needed ☐ Constant Eyes-On Supervision Of Child
☐ Other _____ ☐ Additional Staffing During the Following Hours (_____ to _____)

Signature - Staff Requesting the Exception/Title

Request Date

DHHS Use Only:

Janet S. Whitten, MSW Program Manager : _____ Approved: ☐ Yes ☐ No

DHHS, OCFS, Children's Licensing & Investigation Services

Approval Date: _____

Please email completed request form to janet.whitten@maine.gov